

# **REQUEST FOR PROPOSAL**

**COUNTY OF FRESNO**

## **Library Building Program**

**Consisting of the Construction of a New**

**Woodward Park Regional Library**

**Fresno, California**

**and a New**

**Caruthers Neighborhood Library**

**Caruthers, California**

**SUBMITTAL:** Six (6) copies must be received on or before:  
**5:00 p.m. July 27, 2000**

Addressed to: Edward R. Gaylord, Design Engineer

Mailing Address: Department of Public Works,  
2220 Tulare Street, Suite 600  
Fresno, CA 93721

Office Address: Fresno County Plaza  
2220 Tulare Street, Suite 720  
Fresno, CA 93721

Mark Envelope: **"PROPOSAL – "Woodward & Caruthers Libraries"**

PROPOSALS RECEIVED AFTER THE TIME AND DATE STATED ABOVE SHALL BE  
RETURNED UNOPENED TO THE PROPOSER.

**INQUIRIES:**

Direct questions or clarification of this Request For Proposal document to N. Roger Davidson, Architect (ph. 559-262-4865, fax: 262-4879, e-mail: [ndavidson@fresno.ca.gov](mailto:ndavidson@fresno.ca.gov)), or Baron Zerahian, Staff Analyst, (ph. 559-262-4866, fax: 262-4879, e-mail: [bzerahian@fresno.ca.gov](mailto:bzerahian@fresno.ca.gov)), Department of Public Works.

**CONSULTANT SELECTION POLICY:**

Copies of the Fresno County Board of Supervisors Resolution 90-028 (Ordinance Code Chapter 4.10) which establishes procedures that implement the selection of Architects, Engineers, and other Professionals, may be obtained from Walt Degen, Senior Staff Analyst – Capital Projects (559-262-4391), Department of Public Works.

**FRESNO COUNTY'S WEBSITE**

An electronic copy of this Request For Proposal and Fresno County's Consultant Selection Policy is available on Fresno County's website at [www.fresno.ca.gov](http://www.fresno.ca.gov). Click on Department of Public Works and Request For Proposal.

Issuance Date: June 29, 2000

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**EXHIBITS**

EXHIBIT 1	Woodward Park Regional Library
1.1	Location Map
1.2	Vicinity Map
1.3	A Conceptual Site Plan
1.4	Cost Estimate
1.5	Project Development Schedule
EXHIBIT 2	Caruthers Neighborhood Library
2.1	Location Map
2.2	Vicinity Map
2.3	A Conceptual Site Plan
2.4	Cost Estimate
2.5	Project Development Schedule
EXHIBIT 3	Sample Consultant Agreement

**I. SUMMARY****INTRODUCTION:**

Fresno County seeks to retain the services of a qualified consultant Architect / Engineer for the design and construction of a new Woodward Park Regional Library and a new Caruthers Neighborhood Library. One consultant may be selected for both projects or a separate consultant may be retained for each project.

Location and vicinity maps are provided in Exhibits 1.1 and 1.2 for the Woodward Park project and in Exhibits 2.1 and 2.2 for the Caruthers project.

**II. PROJECT INFORMATION AND REQUIREMENTS****A. PROJECT OVERVIEW AND DESCRIPTION:****1. Woodward Park Regional Library**

The County is in the process of securing a site in the Woodward Park area that is approximately 3 acres. Consideration will need to be given to site's grade variations. A conceptual site plan is provided in Exhibit 1.3 as a general reference.

The proposed Woodward Park Regional Library will be a single or bi-level building of approximately 22,000 square feet (sq. ft) in area. It will be of type V one hour rated construction, be fire sprinkled, and have an early warning smoke detection / fire alarm system. Space should be appropriated for a lobby, stack area, library seating area, multi-media area, electronic services area, service desks, meeting room, quiet room, conference/study room, computer training room, staff lounge/kitchenette, staff work room, and librarian's office.

A comprehensive and detailed building program prepared by the County's Librarian will be provided to finalist firms prior to their interviews.

**2. Caruthers Neighborhood Library**

The County is in the process of securing a site of approximately 39,000 sq. ft. in area in the unincorporated community of Caruthers. The development of an on-site storm water drainage retention basin serving both the library site and an adjacent parcel will be required. A conceptual site plan is provided in Exhibit 2.3 as a general reference.

The proposed Caruthers Neighborhood Library will be a single level building approximately 6,000 sq. ft. in area. The building will be of type V-N construction, be fire sprinkled, and have an early warning smoke detection / fire alarm system. Space should be provided for a lobby, stack area, library seating area, multi-media area, electronic services area, service desks, multi-purpose room, quiet room, computer training room, staff lounge / kitchenette, and staff work room.

A comprehensive and detailed building program prepared by the County's Librarian will be provided to finalist firms prior to their interviews.

## **B. REQUIRED CONSULTANT SERVICES**

The Consultant shall provide qualified staff or retain subconsultants for the following specialties at his own expense to provide technical assistance necessary in developing components of the work to current day code standards and program requirements.

1. Civil Engineering
2. Structural Engineering
3. Mechanical, Plumbing and Fire Protection Engineering
4. Electrical Engineering
5. Communications, Security Electronic/Audio Visual and Other Low Voltage System Engineering
6. Library Multi-media / Telecommunications Specialist
7. Interior Designer / Equipment Specifier
8. Acoustical Design
9. Landscape and Irrigation Design
10. Construction and Logistical Scheduling
11. Cost Estimating
12. Architectural Illustrator

The Consultant shall retain the following specialty consultants that will take direction from Fresno County's staff. Their expenses shall be treated as an Extra Service.

1. Geotechnical
2. Site Surveyor
3. Building Commissioning Services

## **C. SERVICES PROVIDED BY COUNTY**

The County may secure by separate Consultant contract, the professional services of the following specialty consultants:

1. A value engineering consultant that will provide guidance in planning efficiencies, identifying cost containment strategies and construction techniques that allow expedient assembly and life cycle cost efficiencies of proposed systems.
2. A construction management consultant that will provide construction schedule controls, advanced ordering of material and equipment and implement methods for minimizing construction contractor change orders and claims.

A Building Committee consisting of members from the County Library, the Administrative Office, and Department of Public Works will guide the Owner's interest and carry forward recommended project scoping and details to the Board of Supervisors.

#### **D. PROJECT BUDGET AND FUNDING**

##### **1. Woodward Park Regional Library**

Exhibit 1.4 provides an estimated cost summary for this project. The current total estimated project cost is \$5,797,997. The total estimated cost includes all associated project costs including, but not limited to:

- Construction contract and construction change order costs for this project are estimated at \$4,540,996.

Other project cost components included in the total budget:

- All engineering service costs.
- All County administrative and project oversight costs (includes full time County provided project construction management of oversight costs).
- All permit and planning review costs (County coordinated).
- All Contract document printing for project bidding, award and construction (County provided).
- All legal advertising and distribution costs (County provided).
- All communication equipment costs (County provided.).
- All data networking system costs (County Library provided).
- All class I and class II equipment and furnishing costs.
- All library shelving and counters.

##### **2. Caruthers Neighborhood Library**

Exhibit 2.4 provides an estimated cost summary for this project. The current total estimated project cost is \$1,870,178. The total estimated cost includes all associated project costs including, but not limited to:

- Construction contract and construction change order costs for this project are estimated at \$1,371,887.

Other project cost components included in the total budget:

- All engineering service costs.
- All County administrative and project oversight costs (includes full time County provided project construction management of oversight costs).
- All permit and planning review costs (County coordinated).
- All Contract document printing for project bidding, award and construction (County provided).
- All legal advertising and distribution costs (County provided).
- All communication equipment costs (County provided).
- All networking system costs (County Library provided).
- All class I and class II equipment and furnishing costs.
- All library shelving and counters.

#### **E. PROJECT MILESTONES:**

See Exhibits 1.5 and 2.5 for the project delivery time line associated with the Woodward Park Regional Library and the Caruthers Neighborhood Library, respectfully.

**Note: Finalist interviews have been tentatively scheduled for September 1, 2000. Proposers will be notified of those advanced to finalist status by phone, fax and mail.**

#### **F. SAMPLE CONSULTANT AGREEMENT AND SPECIAL CONDITIONS:**

Sample Consultant Agreement (Exhibit 3) is provided as an example of the typical language in a consultant service agreement with the County. It is recommended that the Consultant review the sample agreement with legal counsel and insurance providers. Finalists shall be prepared to raise any agreement concerns and identify all contract issues at the interview. The consultant shall also be required to comply with the Fair Political Practices Act reporting requirements.

The County may wish to discuss issues dealing with Contractor Construction Claims cost avoidance with the finalist firms. The discussions will be frank and open to acceptable alternatives that will limit the County's exposure to costs caused by construction contract claims, construction delays, contractor extended overhead costs and claims processing costs which have become significant project cost considerations on major County projects. Documentation of quality assurance and constructability will be an additional basic services effort for the selected consultant.

The County is considering back-charging the Consultant 100% of the cost of change orders where **rework** is required due to Consultant omission or failure to identify existing field conditions. The Consultant shall include in any proposal submitted the level of effort necessary to deliver this standard of care and be prepared to discuss this aspect of the proposal and its impacts at the finalist interview.



**III. SERVICES OF THE CONSULTANT FOR LIBRARY PROJECTS****A. PRE-DESIGN PHASE:**

The Consultant shall:

1. Review and evaluate proposed sites through visual observation and archive document research to coordinate the development of on-site infrastructure such as electrical, mechanical, plumbing, communication, telephone, and computer systems. Document the existing utility system configuration and possible interference with or impact on the proposed improvements. Assess all on and off-site development needs.
2. Research and analyze all applicable codes and local building practices.
3. Review, confirm and analyze the County Library provided Building Program.
4. Assist and complete the needs assessment and space utilization study to the extent necessary to fully define space requirement needs and required adjacencies and proximities to fully develop the proposed building for the Library.

**B. SCHEMATIC DESIGN PHASE:**

The Consultant shall:

1. Develop project parameters in concert with the County's Building Committee members' recommendations and concerns. Confer with the Building Committee on construction system component preferences, scheduling, bidding and contracting strategies.
2. Develop schematic design plans, sketches and/or drawings and reports consisting of conceptual illustrations with continuing input and review from the Building Committee.
3. Prepare a schematic design consisting of floor plans with square footage and rough dimensions, and illustrate the function of the rooms. More than one proposed floor plan may be required.
4. Verify construction cost, budget estimates, and project time line for the proposed development.
5. Monitor and keep County informed regarding the impact of design issues on the project budget. Upon the request of the County, Consultant shall

incorporate into the design, such reasonable changes as the County deems appropriate, as a result of the County's review process and impact on the budget or opinion of probable construction cost.

6. Modify or delete portions of the proposed construction work, or reduce program space at the request of the County, if the schematic opinion of probable construction cost indicates increases in costs above the project budget. Adhere to any such modifications in the preparation and completion of the schematic plans, opinion of probable construction cost, and specifications for work performed under this phase.
7. Prepare presentation quality site and floor plans, exterior elevations and street level perspective rendering of building and two interior renderings for the Woodward Park site and one presentation quality exterior rendering for the Caruthers site.
8. Submit and review with the County twenty (20) copies of the final schematic design. The twenty copies shall be submitted to the County seven (7) calendar days prior to the Board of Supervisors meeting.
9. Make a formal presentation before the Board of Supervisors of the proposed Woodward Park Regional Library project's design, space requirements, cost estimates and time line. Attend and participate in a rehearsal prior to presentation of the project before the Board of Supervisors.
10. Continue to incorporate into the design, changes required from project approval of the schematic design. Proceed to the next phase only if County expressly authorizes Consultant to proceed in writing.

### **C. DESIGN DEVELOPMENT PHASE**

The Consultant shall:

1. Prepare design development plans, drawings and reports showing proposed designs as per the project scope defined by the Board of Supervisors. The preliminary design shall consist of floor plans, (exterior) elevations, (interior) cross sections, landscaping plan, site and grading plans, site survey and other drawings drawn to scale and showing the location of walls, doors, windows, equipment fixtures, and other necessary items together with the requirements for the electrical, heating, plumbing, air-conditioning, and other work necessary to complete the project. This preliminary design submittal shall also include the fixture cuts for all pieces of equipment included in the design.

2. Identify and define distribution systems, and performance criteria for mechanical and electrical system components.
3. At an early stage of design development phase, provide printed copies of selected documents including plans, outline specifications and design data to County's value engineering consultant for review.
4. Review and analyze findings and alternatives provided by the County's value engineering consultant. Prepare reports on cost benefit analysis and life-cycle costs and justify and/or substantiate recommended course of action. Attend a reconciliation meeting and make corrections and changes as directed at no additional cost to the County.
5. Finalize site plan, elevations, floor plans, landscape and irrigation plans and sections.
6. Prepare applications, and assist the County in submitting applications and expediting agency review processing as may be required for this project. This will include developing all data necessary to complete applications and the processing of a conditional use permit (if required), environmental assessment (if required), site plan review and building permits. Provide necessary document printing including but not limited to site plan and survey, grading, landscape and irrigation plans and building exterior elevations. Thirty (30) copies minimum.
7. As directed by the County's staff, attend, participate and make graphic and oral presentations at all community meetings and public hearings. Prepare color renderings of site plans, elevations, birds-eye perspective of full facility, ground level exterior perspective renderings and two interiors.
8. Meet, not less than monthly, with the Building Committee for project coordination and direction purposes. The Consultant is required to submit, for review and approval, meeting documentation of all decisions made, directions given, and changes required to his contracted work.
9. Prepare a detailed and independently verified design development opinion of probable construction cost that shall identify the construction components, building systems and requirements of the project. The opinion of probable construction cost shall be projected to the midpoint of the probable construction period and include material and labor unit costs, overhead, profit, insurance, taxes, general requirements, supervision, and difficulty factors and be submitted in the CSI/UCI 16 division format. It shall also identify escalation and design contingency amounts, which must be approved by the County.

10. Submit to the County fifteen (15) sets of completed design development (preliminary) plans, specifications fixture cuts, reports and opinion of probable construction cost for the review, comment and evaluation by the Building Committee, and City of Fresno Fire Prevention Bureau (for the Woodward Park Regional Library) and the Fresno County Fire Protection District (for the Caruthers Neighborhood Library).
11. Review and explain in both a verbal and a written report, the full detail of all elements to be included in the project (including those elements not shown but included in the drawings and outline specifications) with the Building Committee, and Department of Public Works staff. Written authorization will be given upon acceptance of completion of this phase of the work and before proceeding to the next phase.
12. Continue to incorporate into the design in the succeeding phase of the work, the changes identified from the project approval of the design development (preliminary design) at no additional cost to the County.

**D. CONSTRUCTION DOCUMENTS PHASE:**

The Consultant shall:

1. Prepare the final working drawings from the design development (preliminary design), as modified by the County, on a CAD system acceptable to the County and on 24" by 36" drawing size sheets and technical specifications on 8-1/2" by 11" pages setting forth in detail the work to be done, the materials, workmanship, finishes, and equipment required for the architectural, structural, mechanical, electrical, communications, security and other components of construction necessary to provide the County a complete and functional project for its intended purpose.
2. Prepare construction specifications in UCI/CSI 16 division format with an IBM PC-compatible word processing program such as WordPerfect or Microsoft Word. The County will prepare bidder's instructions, general conditions, supplemental general conditions and all material abatement specifications.
3. Include in the specifications a construction sequencing of work which considers operation and schedule of the facilities. County staff shall review and approve the schedule prior to completing the final construction documents.
4. Submit to the County the independently verified final construction opinion of

probable construction cost in the CSI/UCI 16 division format for the base bid work and alternative bid items. The opinion of probable construction shall be projected to the midpoint of the scheduled construction period to be scheduled by the County. Differences between the design development (preliminary) and final opinion of probable construction cost shall be explained in writing.

5. Submit the construction period for bidding purposes to the County for approval and identify long delivery times of materials and equipment that will control length of construction contract.
6. Prepare all documentation necessary for the County's advance ordering of long lead time project construction components that will impact the timely delivery of the project. Such advance ordering shall be authorized by the Board of Supervisors. Detail any phased work in the final plans at no additional cost to the County.
7. Make recommendations on the form and content of the County supplied General Conditions, Supplemental General Conditions, Special Conditions, Proposal and form of Agreement of the Construction Contract, as they apply specifically to this project. The County shall perform final edit of these documents.
8. Prepare a list of type, frequency and schedule of all materials requiring special inspection and testing, including tests that are the responsibility of the Contractor but supervised and directed by the Inspector of Record (IOR).
9. Additive bid items may be necessary so that the County will be able to award a construction contract not exceeding available construction funds. Assist the County in developing alternate or additive bid proposals to insure control of the project's cost at no additional cost to the County.
10. Provide fifteen (15) sets of 95% complete construction documents (plans, specifications and opinion of probable construction cost) for agency and final inter-departmental review. The Consultant will provide interpretations and clarifications, corrections and modifications necessary to gain approval of all reviewing agencies at no additional cost to the County.
11. Participate in an outside consultant's and County's Building Committee review of construction cost estimate and the project manual in a constructability review of the project. Make changes as directed at no additional cost to the County.
12. Submit final originals of the plans and specifications for bid set reproduction

by the County, and submit an opinion of probable construction cost. Submit four copies of structural and Title 24 energy compliance calculations and all other system calculations at no additional cost to the County.

13. Make changes and modifications to documents as may be necessary and required to gain agency approvals of the project.

**E. BIDDING PHASE:**

The Consultant shall:

1. Deliver to the County two (2) weeks prior to the proposed advertising date, (to be determined by County) the final completed original drawings and specifications for County printing and distribution of bid sets to interested contractors. The original drawings and specifications index sheet shall be stamped by a seal with Consultant and subconsultants' license numbers and license renewal dates and/or signed in accordance with the California Business and Professions Code.
2. Submit a list of general and specialty contractors who may be interested in bidding on this project.
3. Attend pre-bid conference scheduled by the County.
4. Prepare addendum drawings and materials as required to clarify scope of work to be bid upon, at no additional cost to the County. Coordinate subconsultants addendum drawings and materials. Prepare drawings and work necessary to delineate either the County's changes in scope to the contract or changes in job-site conditions due to inaccurate information provided by the County. Such work shall be provided as directed by the County representative and shall be an extra service to the Consultant's agreement.
5. Submit to the County for review and approval any addenda deemed necessary. Addenda, if any, shall be submitted no later than five (5) working days prior to the scheduled bid opening. The Addendum shall be distributed by the County. An electronic copy of addenda items will be necessary to include last minute items and clarifications.
6. Assist the County in evaluating bids and alternates.
7. Delete or otherwise change portions of the construction work at the request of the County if the lowest bid proposal for the proposed construction contract exceeds the County approved opinion of probable construction cost

(which will include the Consultant's design contingency amount approved by the County) by 10% or more, and if the County rejects all bids. The Consultant shall revise the plans and specifications to comply with such modifications and shall assist the County in obtaining new proposals from contractors at no additional cost to the County. Modifications shall be completed on a time schedule commensurate with the scope of the changes and as set forth by the County.

**F. CONSTRUCTION PHASE:**

The Consultant shall:

1. Attend pre-construction conference scheduled by the County.
2. Provide limited construction observation including but not limited to:
  - a. Within two (2) working days of County's request for information (RFI), responding to the County Construction Engineer or Contractor, through the County Construction Engineer with information and/or drawing needed from Consultant in order to clarify the intent of the construction contract plans and specifications of the project. Consultant shall review Contractor's cost proposal for all change orders associated with any additional work as may be necessary by the RFI clarification.
  - b. Except for color boards, within seven (7) working days of County's request, review and make recommendations for samples, schedules, shop drawings, and other submissions for general conformance with the design concept of the project and for general compliance with the plans and specifications and information given by the Consultant's contract documents.
  - c. Recommend and assist in the preparation of necessary change orders, with supporting documentation, calculations and opinion of probable construction cost, for review and issuance of change orders by the County Construction Engineer to obtain appropriate agency acceptance and approval.
    - (1) Provide drawings and work necessary to delineate the County's changes in scope of the construction contract or to make modifications as directed by the Board of Supervisors, which shall be made as directed by the Construction Engineer and shall be compensated as an Extra Service.
    - (2) Notwithstanding the forgoing, where the change order arises as a

result of a negligent error, act or omission of the Consultant, the Consultant shall not be compensated as an Extra Service for time spent or cost incurred in efforts connected with the correction thereof. The cost of rework of installed work shall be assessed upon the Consultant's contract payments.

- (3) Any changes to the construction contract shall be made only with written County approval.
- d. Make recommendations to the County on all claims of the County or construction contractor (hereinafter called "Contractor") and all other matters relating to the execution and progress of work, including interpretation of the Consultant's contract documents.
- 3. At intervals appropriate to the stage of construction as requested by the Construction Manager, or as otherwise deemed necessary, visit the project construction site as may be necessary to become familiar generally with the progress and quality of the work and to determine that the work is proceeding in general accordance with the contract documents.
- 4. Review all field testing reports and make recommendations to accept, retest or reject.
- 5. Based on the Consultant's visits to the site, Consultant shall keep the County informed through written reports as to the progress of the work, shall endeavor to advise the County of defects and deficiencies observed in the work of contractors, and may recommend that the County reject work as failing to conform to the contract documents.
- 6. Based upon his limited observations of the progress of construction and the Contractor's application for payment, assist the Construction Inspector in determining on a monthly basis, the amount owing to the Contractor under the contract documents and recommend, through appropriate certificates, payments on such amounts. Such certificates shall construct a representation to the County that the work has progressed to the point indicated and that to the best of the Consultant's knowledge, information and belief, the quality of the work is in accordance with the contract documents.
- 7. Conduct site visits which shall include but not be limited to on-site inspections to determine the dates of substantial completion and final completion and to recommend to the County its acceptance to the County of the work, for the filing of the notice of completion and issuance of final



certificate of payment.

8. Conduct a "project shakedown / commissioning" of all the building's systems, mechanical, plumbing, security electronics, public address system, fire alarm, etc. and maintenance staff orientation for the completed project.
9. Not charge for the costs of drawings, engineering and other work and expenses necessary to correct negligent errors, acts and omissions and other inaccuracies attributed to the Consultant's design work.

#### **G. POST CONSTRUCTION PHASE:**

The Consultant shall:

1. Review and forward to the County Construction Engineer four (4) copies of Operations and Maintenance Manuals to be furnished by the Contractor.
2. Inform the County of all written guarantees required of the Contractor by the Consultant's technical specifications or special conditions.
3. Return to the County all plans borrowed from County.
4. Upon completion of the project, obtain from the Contractor information of all the changes to the project and transfer them to the project plan originals. Then make two (2) sets of Mylar reproducible "record" drawings, and two (2) record print sets and deliver one set of "record" drawings and "record" prints to the Department of Public Works and the other set of "record" drawings and "record" prints to the County Librarian. No final payment to the Consultant will be issued until this task has been performed and errors and omissions attributed to the Consultant have been resolved.
5. Provide record drawings in the form of .dxf or .dwg files in addition to mylar reproducibles. Such .dxf or .dwg files shall be furnished on either 100MB 'Zip' disks, 3.5 DS/HD disks, or compact disk (CD-ROM).
6. Assist the County with any claim resolution process involving Contractor and County. This may be considered as Extra Services unless the Consultant is found negligent in the project's development.
7. Participate in the early settlement discussions of construction claims resolution issues. Participation in this process does not preclude the County's right to make a negligent error and omissions claim against the Consultant.

8. Ten months after notice of substantial completion of the project attend and participate in a “walk through inspection” with subconsultants, construction contractor, subcontractors, representatives from the Department of Public Works, County Library and other interested parties.

#### **IV. SERVICES PROVIDED BY THE COUNTY**

Fresno County will provide the services listed below in support of the Consultant's professional services. The Consultant shall be responsible for the evaluation of all information supplied by the County and verifying its accuracy.

The County will:

- A. Transmit documents for other agency reviews, and pay all application and review processing costs.
- B. Process the County Site Plan Review application with Consultant supplied site and floor plans, operational statement, and staffing requirements.
- C. Assume all costs associated with reproducing the final bid documents and addenda and their distribution. Assume all project advertising costs.
- D. Provide full-time inspection and project administration costs associated with the quality control aspects of the construction project.

#### **V. BACKGROUND CHECK**

The County reserves the right to conduct a background inquiry of each proposer which may include collection of appropriate criminal history information, contractual and business associations and practices, employment histories and reputation in the business community. By submitting a proposal to the County, the proposer consents to such an inquiry and agrees to make available to the County such books and records the County deems necessary to conduct the inquiry.

#### **VI. PROPOSAL SUBMITTAL REQUIREMENTS**

**Submit a separate proposal for each library project.** One consultant may be selected for both projects or a separate consultant may be retained for each project.

Please do not provide more information than requested by Part VI of this Request for Proposal. The completeness of the proposal will be evaluated by a Selection Committee.

Submittal will be in two parts.

**PART A.**

**The first part will enable the County to appraise the general qualifications of the consultant. You must answer the following questions in the same sequence as below.**

1. Firm name, address, phone number, fax number and E-mail address ( if available). Also provide this information on an associated firm or partner.
2. Specify type of organization (individual, partnership or corporation including the state of incorporation) and if applicable indicate whether you are:
  - a. Small Business.
  - b. Disadvantaged Business.
  - c. Minority and/or Women Owned Business.
3. Firm principals who will be responsible for the project, and their education, credentials and experience in similar work.
4. Key personnel who will be assigned to work on the project and their education, credentials and experience on comparable projects. Indicate the tasks to be performed by these key individuals and expected time or effort they will commit to the project.
5. Subconsultants (mechanical, electrical, structural and others as the project may require) to be used. Indicate the tasks to be performed by these consultants.
6. Present staff - number and classification. Will you have to secure more staff to complete the commission?
7. List current projects or commitments for architectural or engineering services in your office.
8. List in reverse chronological order for the last four years similar library projects completed or under construction for which your firm provided design services: Indicate for each of these projects:
  - (a) Name of project.
  - (b) Project location.
  - (c) Brief description (type of construction, functional components, special design considerations).
  - (d) Square footage of project and number of stories or floors, building construction type.

- (e) Name of owner.
  - (f) Name of owner's contact person and telephone number (Contact person, who, at the time of RFP submittal, was, will be or is employed by the owner and who would have personal knowledge of the completed work).
  - (g) Your firm's specific involvement (prime architect / engineer (A/EOR), sub-consultants or other capacity).
  - (h) The bid cost vs. final opinion of probable construction cost.
  - (i) Status of completion.
9. List at least four additional references of present or past clients with their telephone numbers and fax number.
10. Include a current copy of Standard Form 254 (showing relevant facility experience).
11. The Consultant will submit as a part of his or her initial submittal the firms' current basic hourly rate schedule for all current employee classifications. Also provide hourly rates for Court appearances and testimony. Such hourly labor rates shall include costs for items such as office supplies, computer and plotting supplies, printing, postage, vehicle costs, and other incidentals.

(Printing includes normal office copying and printing, check plots and check prints, and other incidental printing. Printing includes other agency review / approval plans if specifically required as a basic service in accordance with Section III. Other printing is usually either authorized as an Extra Service or arranged through the County's contracted printing companies at the County's expense.)

**Include the same information for all proposed sub-consultants. Hourly rates shall be used as the basis of assessing changes in the scope of work.**

**The Consultant will be required to submit a sealed estimated fee for each project based on the scope of work defined in this RFP and subsequent addenda, only if selected as a finalist.**

## **PART B.**

**The second part covers the tasks required of the consultant. Proposers must provide a separate evaluation for each library project.**

1. The Consultant will explain in detail how the Consultant will approach the implementation of the project requirements and constraints, including time line,

highlighting differences between the Consultant's proposed time line and that stated in this RFP.

2. The Consultant will further explain the probable time frame for completing each task or service described in Section III, preferably through the use of a bar chart with start - finish dates and critical time line indicated.
3. The Consultant shall comment on the suitability of the proposed project program, and with the adequacy of the proposed construction budgets to meet the program needs.

## **VII. CONSULTANT SELECTION PROCEDURE**

The selection procedure shall be in accordance with Fresno County Ordinance Code Chapter 4.10 and applicable provisions of the "Policy for Selection and Compensation of Architectural / Engineering Consultants" as last revised by the Board of Supervisors on November 29, 1994. The process includes the following provisions:

A project Selection Committee will be formed to evaluate the proposals and to make recommendations to the Fresno County Board of Supervisors.

The Selection Committee will consist of members from the Fresno County Library, Department of Public Works, and County Administrative Office, and may include a representative knowledgeable in architectural/engineering services from outside the community or from one of the universities. The Selection Committee will screen the received responses to the RFP and may select three or more firms as finalists. More firms will be considered as finalists when, in the judgment of the Selection Committee, other firms are equally qualified to provide the requested professional services. Finalists will be requested to interview with the Selection Committee as a part of the evaluation process.

After the finalist firms have been identified, and as a part of the Selection Committee's evaluation at interview time, the finalist firms will be required to submit an estimated fee to provide professional services for the project. The finalist firms' estimated fee will be opened only after the Selection Committee has completed all of the interviews and considered each of the finalist's qualifications. The Selection Committee will consider the estimated fee in its final deliberations.

The Selection Committee will address the following criteria in its evaluation of proposals (not necessarily in order of importance).

- A. Experience with emphasis on projects involving libraries. Preference will be given to applicants with prior experience in the planning and design of this type of project.

- B. Educational background of the consultant's key individuals who will be assigned to the project on a full-time basis.
- C. Quality of past performance for the County or similar agencies.
- D. Qualifications of individual within the Consultant's organization directly responsible for the work. The County reserves the right of approval of the Consultant's project manager.
- E. Adequacy of staff to perform the work within the time allowed.
- F. Approach proposed for solving this project's design problems and project requirements.
- G. Demonstrated ability to make effective public presentations on the requested reports and proposed designs.
- H. Demonstrated ability to work effectively with County staff, other public agencies and related parties.
- I. New or innovative ideas presented by the consultant in the proposal or presentations.
- J. Demonstrated ability to keep costs within project budgets and design estimates.
- K. Knowledge of local conditions.
- L. Demonstrated interest of the consultant in the success, efficiency, and workability of the facility during construction and post construction operation.
- M. Whether the consultant is currently engaged in another project which has direct and substantial physical relationship to the proposed project.
- N. Whether the consultant who designed the original facility should be retained for the new work on the basis of cost, detailed knowledge of the existing facility, or necessity of use of the same design concept in the work.
- O. Demonstrated record of abiding by terms of subcontract agreements regarding timely payment for services rendered on County projects.
- P. Ability of the Consultant to furnish effective and timely construction observation services.

- Q. Completeness of proposal.
- R. The estimated fee will be a factor in the final selection only after the most qualified firms have been identified.
- S. All other things being equal, local (within Fresno County) consultants are preferred over non-local consultants.
- T. All other things being equal, non-local consultants who associate with a local consultant for the purpose of the particular services required shall be preferred to non-local consultants who do not so associate.

### **VIII. FEE DETERMINATION**

The Consultant compensation amount for the project will be negotiated with the Board of Supervisors selected firm. In the event negotiations fail with this firm, the County will terminate negotiations and commence new negotiations with the next most qualified firm.

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